

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, April 12, 2022 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon and in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Beverly Ficek; Council President, Ken Wells; Councilors Sandie Thomas, Sidney Washburne, Andrea Ceniga, John Gambee, and Karen Leach; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Public Works Superintendent, Jeremy Tracer; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

**1. Call to Order and Pledge of Allegiance**

Mayor Ficek opened the meeting at 6:30 p.m., led the Pledge of Allegiance, and took roll call.

**2. Changes to the Agenda**

None.

**3. Approval of Minutes – February 22 and March 8, 22, and 29, 2022**

**MOTION:** Councilor Washburne made a motion to approve the February 22, 2022 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

A correction was noted to the March 8<sup>th</sup> minutes to amend the last sentence in Item 20 to read, "...and kept a Council member safe from a potentially unlawful public meeting in the event it was not noticed as a possible quorum of the Council."

**MOTION:** Councilor Leach made a motion to approve the March 8, 2022 minutes, as amended. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**MOTION:** Councilor Washburne made a motion to approve the March 22, 2022 minutes. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

**MOTION:** Councilor Thomas made a motion to approve the March 29, 2022 minutes. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

A. Follow-up from Staff on Previous Comments. None.

B. New Comments from Public.

Sue Huntley, Scandinavian Festival Association, requested that the Council make the special event request process happen in a more timely manner. She had submitted the festival request in February, and it went to Committee in March. It was scheduled for the April 12<sup>th</sup> meeting, but then was removed as she was told the agenda was too full. She noted that they needed City approval before they could move forward with other things, such as requests to ODOT and getting proof of insurance, which needed to be submitted for the two bank parking lots 60 days in advance.

Mayor Ficek thanked Ms. Huntley for her comments and asked that the Council discuss this at the April 26, 2022 meeting.

Nolan Wiley, 441 E. 3<sup>rd</sup>, Junction City, asked what could be done with people living in an RV across the street from his house. Attorney Connelly responded that she was working with the City Prosecutor to advise the Police Department on what they could do under current code and on changes to the code that would need to be made to comply with recent state law.

David Brown, 321 E. 3<sup>rd</sup>, Junction City, stated that he had called the Police Department (PD) on this and they had chalked a vehicle and trailer. He had been told that after 72 hours the PD could mark the vehicle and then tow after 10 days but nothing had been moved. Attorney Connelly responded that they were in a holding pattern, until they worked through what they could do under current code and the new state law. Mayor Ficek expressed appreciation to Mr. Wiley and Mr. Brown for expressing their concerns.

Cathie Campbell, 554 Kalmia Street, Junction City, expressed concerns with the two murders that had taken place in the last 30 days. Mayor Ficek thanked Ms. Campbell for her comments.

**5. Public Hearing – Annexation and Rezone 29133 Milliron Road (File A-21-20 and RZ-21-21)****A. Public Hearing**

Mayor Ficek opened the public hearing at 6:55 p.m. She asked if there were any Council conflicts of interest or exparte contacts/bias; there were none. Mayor Ficek read the required statements for the public hearing.

**Staff Report**

Planner Taylor stated that the application to annex and rezone 5.12 acres was received on November 29, 2021, and required notices were mailed. The Planning Commission held a public hearing on March 16, 2022 and recommended that the Council approve the annexation and rezone. Applicable criteria included JCMC 17.145 and 17.165.110, consistency with the Comprehensive Plan, and Oregon Statewide Planning Goals. The property was currently zoned Rural Residential (RR5) in Lane County, was in the City's Urban Growth Boundary (UGB), and was designated as Commercial on the City's Comprehensive Plan map. The property was adjacent to Highway 99 and fronted Milliron Road, which was a Lane County road. The site contained a single-family home and detached garage. The property was contiguous to the City limits on its eastern boundary. Key urban services could be provided to the property, and Public Works had communicated that the applicant would not be required to connect to City water and sewer upon annexation; however, water and sewer were available to the property, with a 24" water line and a 21" sewer line running parallel to the property on Highway 99. At the time of connection, the property owner would be responsible for all costs associated with extending the service line and would be required to sign a non-remonstrance agreement guaranteeing that they would pay for all costs of extending City services before the effective date of the ordinance approving the annexation and rezone.

Planner Taylor reviewed how the annexation/rezone met the applicable criteria. The City's Comprehensive Plan required two commercial sites that ranged from two to five acres from 2009 to 2029, and the City would need 11 total sites zoned for these uses by the end of 2029. The proposed annexation and rezone would add a 5-acre parcel towards this need. To address Chapter 6 and Goal 12 Transportation, the City's Transportation System Plan already accounted for this growth, so no traffic study was required. Since Milliron was a county road, future development would have to comply with Lane County road standards and upon development, a traffic study may be required. There was an inventoried wetland feature on the property, and DSL (Department of State Lands) noted that based on available information, portions of this site were paved/graveled in 2019 and 2020, which appeared to impact wetlands above the 50 cubic yard permitted threshold. A wetland delineation report may be required by DSL before development, and the applicant would need to coordinate with DSL before development of the site occurred. The property was in floodplain Zone A, and development may be subject to floodplain regulations.

Mayor Ficek asked if there were any questions from the Council. There were none.

**Applicant Testimony**

Kristen Taylor, TBG Architects and Planners, 132 E. Broadway, Suite 200, Eugene, Oregon, spoke as a representative on behalf of the owner. The owner concurred with the Agenda Item Summary (AIS). The applicant had signed the non-remonstrance agreement and provided that to the City yesterday; once signed by the City, they would have it recorded at Lane County, so they should easily meet the timeline requirement. Their office did follow up with DSL staff member Chris Stevenson and confirmed that DSL's comments were advisory at this point and did not impact the annexation or rezone. The applicant would follow up with DSL and any other authority at the time of development.

Mayor Ficek asked if there were any questions from the Council. There were none.

**Public Testimony – Those in Favor.** None.

**Public Testimony – Neutral Testimony**

Cindy Montgomery, 1215 Oak Street, Junction City, stated that she was on the Planning Commission but had been on vacation when this annexation and rezone were discussed. She asked if the lines going down Highway 99 would be adequate to handle a large commercial facility. Director Kaping responded that currently there was plenty of capacity and if that impacted what the City was required to maintain for the state of Oregon, then the City would require some adjustment.

Ms. Montgomery asked if that cost would be on the property owner. Director Kaping responded yes. He added that he had heard that there would be a couple of shed buildings on this property for equipment and no major water use.

**Public Testimony – Those Opposed.** None.

**Additional Staff Comments.** None.

**Applicant’s Final Rebuttal/Comments.** None.

**Further Questions from Council**

Councilor Washburne asked if the shed buildings would be used for storage of equipment. Director Kaping responded that was his understanding.

Mayor Ficek asked Attorney Connelly if she had any comments. Attorney Connelly responded that she had worked closely with Technician Andrews, the application seemed very straightforward, and the applicant was satisfied with any points that had been raised.

Mayor Ficek closed the public hearing and the record at 7:23 p.m.

**B. Ordinance No. 1** – An Ordinance Approving the Annexation and Rezone of Tax Lot 01601 of Lane County Assessor’s Map 16-04-17-00.

Attorney Connelly read Ordinance No. 1 in full.

**MOTION:** Councilor Thomas made a motion to read Ordinance No. 1 by title only. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

Mayor Ficek read Ordinance No. 1 by title only.

**MOTION:** Councilor Wells made a motion to adopt Ordinance No. 1. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**6. Presentation from Bloodworks Northwest**

Mark Smith, Community Engagement Liaison for Bloodworks Northwest, shared that there was an urgent need for blood, due to blood shortages caused from COVID induced challenges, and he asked for the City’s assistance in getting the word out. Blood drives were held at various times at the Community Center.

**7. Fire District Report**

Chief Brandon Nicol reported: Had a record number of calls last year of 1921 and were still very busy. Reminder to citizens: extension cords should never be used for permanent wiring; make sure to secure and properly place/set up any heat lamps for pets, etc.; and check home fire extinguishers every year and replace after 6 years. The department has been doing a lot of training and had a recent house burn at 6<sup>th</sup> and Laurel. A contributor to the rise in calls was the population growth. Measure 20-234 would be on the May 17<sup>th</sup> ballot to extend a levy that was first put into place in 2012.

Brad King, Board President of the Junction City Rural Fire Protection District, encouraged folks to vote yes on the measure. He noted that the fire department did a tremendous job, managed resources well, and had the lowest levy rate of any fire district in Lane County.

Mayor Ficek and the Council expressed appreciation to the Fire District for all their good work.

**8. Demolition, Retaining Walls, and the Expiration, Extension, and Reinstatement of Building Permit Ordinance**

Director Kaping presented the ordinance to address demolition, retaining walls, and the expiration, extension, and reinstatement of building permit ordinance. The Building Codes Division had dropped these from their code and told cities they needed to adopt their own ordinance to cover these. The Finance and Judiciary Committee reviewed on March 3, 2022 and recommended approval.

A. Public Comment on Fees.

Cindy Montgomery, 1215 Oak Street, Junction City, asked if there were any specifics on the expiration, extension, and reinstatement of building permits. Director Kaping responded that permits expired after six months with no activity and there was no mechanism in the code for addressing charges when someone wanted to renew their permit.

Ms. Montgomery noted that most building agencies in Lane and Linn counties offered one free extension, especially when dealing with COVID impacts and the inability to get product. She provided an example of having to wait 9 months to get a piece of equipment. Director Kaping responded that the code allowed for one 6-month extension that was not charged, and he would work with people and not charge when supply chain issues were involved.

B. Ordinance No. 2 – An Ordinance Establishing Standards for Demolition Permits, Retaining Walls, and the Expiration, Extension, and Reinstatement of Building Permits.

Attorney Connelly read Ordinance No. 2 in full.

**MOTION:** Councilor Wells made a motion to read Ordinance No. 2 by title only. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

Mayor Ficek read Ordinance No. 2 by title only.

**MOTION:** Councilor Leach made a motion to adopt Ordinance No. 2. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

Mayor Ficek asked for a recess at 8:00 p.m. The meeting reconvened at 8:04 p.m.

## 9. Building Permit Resolution

Director Kaping presented the resolution for Temporary Certificates of Occupancy and Manufactured Home Placement Permits. He noted that a revised resolution had been handed out to correct the date that an opportunity for public comment had been given. The Finance and Judiciary Committee reviewed on March 3, 2022 and recommended approval.

A. Public Comment on Fees. None.

B. Resolution No. 1 – A Resolution Amending Resolution No. 1171, Adopting Changes to the Building Department Permit Fees for the City of Junction City.

**MOTION:** Councilor Washburne made a motion to approve Resolution No. 1. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

## 10. Quonset Hut Demolition Contract

Administrator Knope presented the bid to demolish the Quonset Hut. This work would start at the end of April or beginning of May.

**MOTION:** Councilor Leach made a motion to award the demolition bid to Skip Tracer and Lads Trucking Corporation in the amount of \$21,637 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Wells and passed by unanimous vote of the Council.

## 11. Pool Grounds Extension

Councilor Ceniga declared an actual conflict of interest because her brother-in-law was an employee of Upward Landscape. She recused herself and left the room.

Superintendent Tracer reviewed that staff had requested and received three bids for irrigation, dirt work, and sod to extend the pool to the west and south. Funding would come out of State Shared Revenue. The Community Services Committee reviewed on April 5, 2022 and recommended approval to use Upward Landscaping.

**MOTION:** Councilor Leach made a motion to approve the bid from Upward Landscaping with the addition of sod for quicker establishment and authorize the Public Works Superintendent to sign the necessary documents. The motion was seconded by Councilor Washburne and passed by unanimous vote of Councilors Thomas, Washburne, Gambee, Leach, and Wells.

Councilor Ceniga returned to the meeting.

**12. Alderdale Park Concrete Work**

Superintendent Tracer stated that staff had requested and received three bids to do concrete work at Alderdale Park. The Community Services Committee reviewed on April 5, 2022 and recommended using Delta Construction. Funding would be from Parks System Development Fees.

**MOTION:** Councilor Washburne made a motion to approve the bid from Delta Construction and authorize the Public Works Superintendent to sign the necessary documents. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**13. Function 4 Junction Street Closure Request**

Director Kaping presented the street closure request for the annual Function 4 Junction event. The Community Development Committee reviewed on March 2, 2022 and recommended approval.

**MOTION:** Councilor Thomas made a motion to approve the street closure request for the Annual Function 4 Junction on June 3 and June 4, 2022 as conditioned in Attachment B with the nonexclusive use of city streets for street closure from 6:00 p.m. to 10:00 p.m. on June 3 and from 5:00 a.m. to 10:00 p.m. on June 4<sup>th</sup>. The use of City streets will apply to the route shown in Attachment A, contingent upon approval from the Oregon Department of Transportation. The motion was seconded by Councilor Washburne and passed by unanimous vote of the Council.

**14. Facility Services Contract**

Recorder Vodrup presented the 3-year contract for facility services with Aramark. Staff requested quotes and four were received. The Finance and Judiciary Committee reviewed on March 3, 2022 and recommended approval.

**MOTION:** Councilor Washburne made a motion to approve the contract with Aramark and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**15. Pest Control Contract**

Recorder Vodrup presented the 3-year contract for pest control services with Orkin. Staff requested three quotes and one quote was received. The Finance and Judiciary Committee reviewed on March 3, 2022 and recommended approval.

**MOTION:** Councilor Wells made a motion to approve the contract with Orkin Pest Control and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**16. Portland State University Compensation Comparison Schedule**

Director Crocker stated that this was a continued discussion from the March 8, 2022 Council meeting. The Finance and Judiciary Committee had reviewed this salary survey for non-represented employees at multiple meetings and had recommended the compensation option of average plus 5% and the paid time off as shown in Attachment C. Funding would be covered by existing revenue and had been included in the Fiscal Year 2022-23 proposed budget. Changes would go into effect on July 1, 2022.

**MOTION:** Councilor Wells made a motion to direct the Budget Officer to include the Compensation Study Recommendation in the FY 22/23 budget and update the compensation schedules for FY 22/23. The motion was seconded by Councilor Washburne.

Councilor Gambee shared that he was in favor of salary increases for the non-represented employees but did not agree with the process of comparisons to other cities. He noted that he would like to review this topic and develop a better compensation process that occurred on a more regular basis to ensure that staff were fairly compensated. Administrator Knope responded that this could be discussed at the Finance and Judiciary Committee.

Councilor Wells expressed his support for and importance of doing comparison studies to ensure competitive wages/benefits, per private industry and government practices. He added that the City was fortunate to have seasoned employees, and it had been over 16 years since their salaries had been reviewed. He felt that having the survey conducted was necessary and making these changes was the right thing to do.

Mayor Ficek stated that a lot of work had gone into the study and discussion and there were funds in the budget. She added that they needed to treat staff fairly by approving this, and the Finance and Judiciary Committee could do further review.

**VOTE:** The motion passed by a vote of 5 to 1, with Councilors Thomas, Washburne, Ceniga, Leach, and Wells voting in favor and Councilor Gambee voting against.

**17. Business Pandemic Impact Support Program Audit**

Director Crocker reviewed that Council had issued a Request for Proposal (RFP) for an audit of the Business Pandemic Support Program. The RFP closed on February 2, 2022 with no responses. The Finance and Judiciary Committee asked Director Crocker to follow up with some auditors, which he did and then a proposal from Isler CPA was received to do this work. Cost was not to exceed \$5,500.

**MOTION:** Councilor Wells made a motion to direct staff to engage Isler CPAs as outlined in their letter dated April 7, 2022 and direct the City Administrator to sign the necessary documents. The motion was seconded by Councilor Leach and passed by unanimous vote of the Council.

**18. Council Agenda Forecaster**

Administrator Knope presented the forecaster. Scandinavian Festival and Moser Street closures would be on the April 26, 2022 agenda.

**19. Committee Reports**

**Community Services Committee.** (April 5, 2022). Councilor Washburne reported:

- Reviewed bid work for pool. New doors had come in for the pool and were being installed.
- Work was in process at Alderdale Park. Needed to plan for future of parks.
- Reviewed Library Assistant Job Description. 10-hour work week.

**Public Safety Committee.** (March 31, 2022). Councilor Gambee reported:

- Administrator Knope was hosting Public Safety Committee meetings and doing a great job, with robust discussions being held by the Committee.
- Reviewed the monthly report, and the Police Department had a high volume of calls and were doing an incredible job.

**20. Staff Reports**

Director Crocker reported: First Budget Committee meeting on Thursday.

Director Kaping reported: Three street projects had been completed in the last month, and the crew was close to finishing the waterline project. Most of the trench patching had been done, and the crew had extended the fiber line to the pool.

Superintendent Tracer reported: New lockers, drinking fountain, trash cans, and benches had been received for the pool. Path lighting along the path behind the Fire Department had been installed. All the equipment for Alderdale Park had been received (playground, basketball hoops, benches, trash cans, lights) and would be installed after the concrete work was completed.

Attorney Connelly reported: Was working with the City Prosecutor and Police Department on addressing parked vehicles and would soon be preparing a memo for the Council. Two new attorneys in their office: Rebekah Dohrman, returned after a hiatus and Truman Stone, who was with the City of Newberg for 9 years.

Recorder Vodrup reported: Reminder to file Statement of Economic Interest forms which were due on April 15, 2022.

Administrator Knope reported: Had received 8 lifeguard applications and would like to have 12 to 14. Advertised at higher rate around \$14.00 to be competitive with local businesses. Would be starting an internal group to talk about what would happen when the City reached the 10,000 population mark. Just received applications for phases 3, 4, and 5 of the Reserve for another 300 homes. Water capacity and production with new growth and other considerations would be coming back through the Public Works Committee, as the City already struggled to maintain water capacity in the summer.

**21. Previous Month's Expenditures.** None.

**22. Councilor Comments/Questions**

Councilor Thomas stated that they had accomplished a lot tonight.

Councilor Washburne thanked everyone for staying so late.

Councilor Ceniga thanked everyone for their hard work, time, and dedication. She noted that as the City grew, they should look at what businesses would be needed to meet community needs. She asked if the warrants listed on the Court report represented warrants issued by the Court for things like failure to appear. Director Crocker responded yes.

Councilor Gambia asked what the next level after the 10,000 population mark would be. Attorney Connelly responded that it varied for different areas of law. She added that she had walked a few cities through what happened when they hit a population of 10,000 and would be happy to provide assistance.

Councilor Gambia thanked staff for their foresight in planning for 10,000 population impacts. He thanked everyone for their work on the annexation and noted that Junction City was a great place to join. Junction City was growing faster than any city in Lane County, as it was unique and unlike other cities; the City posted audio of the meetings the day after the meeting and made minutes available quickly, compared to other cities. It also did a great job on managing finances and had won awards each year. He was glad many staff members had come up through the system, loved the City, and were willing to work hard even before the compensation was adjusted. He did not want to compare Junction City to larger cities and looked forward to more robust discussions.

Councilor Leach thanked staff, Attorney Connelly, and the Councilors for all their work and for everyone attending the meeting. She noted that a lot had been accomplished tonight, and she thanked Administrator Knope for his guidance and encouragement.

Councilor Wells stated that the pool had not been open for several years, and he was excited for citizens to enjoy the pool and see the updates that were being done. He thanked staff for their work. He noted that Councilor Leach had shared information about the Senior Center open house, which he had attended. He thought it was a great event and noted it was nice to see the smiles on participants' faces to have the center reopened. He added that they had covered a lot at this meeting, and he expressed appreciation to everybody for their work.

**23. Mayor's Comments**

Mayor Ficek expressed appreciation for everyone's comments and thanked staff and Council for their patience in getting things done tonight. She noted that the Fire Department and School District sharing their reports showed how well they were taking care of citizens. She was thankful for the City's great Police Department; the City was growing and crime was on the uptick throughout the nation and it was great to feel safe in their City and homes. She wished everyone a happy Easter.

**24. Adjournment**

As there was no further business, the meeting was adjourned at 9:28 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

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Beverly A. Ficek, Mayor